

PCN to Medicaid Spenddown

PCN establishes Medicaid eligibility on the MMCS computer system. Because of this, any time you are going to retroactively open a spenddown Medicaid program, any incurred bills will not show up as being available without some manipulation in PACMIS. The following steps will help with the spenddown process. **Do NOT authorize the EX screen until you are going to meet the spenddown. Authorizing the EX and the MEES on different days causes the Medicaid card to go out as a PCN card with a spenddown.**

- 1) Identify the bills you want to use to meet spenddown. Keep in mind that deductions (old unpaid bills) are always preferable to use. Once you have identified the bills, make sure that the bill has not been paid through PCN benefits. Contact Nanette Waters at 538-?????. If the client has paid for the expense, please remind the client that this bill cannot be taken to the provider for a reimbursement. It will show up on the MEEU as the client's responsibility.
- 2) Enter only the bills you will need to use for spenddown. Extra bills that are classified as deductions will roll forward to future months. If you change a Medicaid covered Y to N, the bill becomes a deduction even though it is in a benefit month.
- 3) When entering the bill on MEEI, you must change the Medicaid covered Y to N. If the expense exceeds the spenddown amount, enter only the amount of the spenddown in the client obligation. Document on CAAL why the Y was changed to N.
- 4) Once you have authorized the spenddown on MEES, return to the MEEI for each bill that was used and modify the Medicaid covered N back to a Y. Enter an M in the action code.
- 5) Verify that the amounts listed on the MEEU match amounts used on MEES.